Introduction

This Manual details steps for employees to access, record, and submit timesheets in the WorkForce time management system.

*Note:* You must be able to access/receive your Ohio email. All WorkForce processes are based on your Ohio ID.

**Document Information**

<table>
<thead>
<tr>
<th>For Technical Questions, Contact</th>
<th>Service Desk at 593-1222</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Functional Questions, Contact</td>
<td>Janice Gieseking at 593-1859</td>
</tr>
<tr>
<td>WorkForce Team Leader</td>
<td></td>
</tr>
<tr>
<td>WorkForce Team</td>
<td>Janice Gieseking, 593-1859</td>
</tr>
<tr>
<td>WorkForce Team</td>
<td>Kevin Simons, 593-0860</td>
</tr>
<tr>
<td>Last Revision Date</td>
<td>3/31/2014</td>
</tr>
</tbody>
</table>

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## Task #1

### #1-Access the WorkForce Program

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Results / Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select a browser icon on your desktop. All currently available browsers should be compatible.</td>
<td>Browser window opens.</td>
</tr>
<tr>
<td>2</td>
<td>• Click in the Address: field Enter “workforce.ohio.edu”</td>
<td>The logon page appears.</td>
</tr>
</tbody>
</table>
| 3    | • To use a University web link  
• Click in the Address: field.  
• Enter “http://www.ohio.edu/”. Press the Enter key. | Ohio University homepage is displayed. |

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**Continued on next page**
Task #1 (cont.)  Access the WorkForce Program

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Results / Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Click the <em>Faculty/Staff</em> link located at the left of the screen.</td>
<td>Ohio University Faculty and Staff webpage is displayed.</td>
</tr>
</tbody>
</table>
Task #1 (cont.)  Access the WorkForce Program

NOTE: If you are already logged into a secure University application, you may not be required to re-enter your credentials.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Results / Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Click the WorkForce Time Entry link.</td>
<td>Ohio University “Authentication Required” window appears.</td>
</tr>
</tbody>
</table>
| 4    | • Click in the Ohio ID field.  
• Enter your Ohio ID.  
• Press the Tab key.  
• Enter your Ohio Password.  
• Click the Login button. | WorkForce application opens. All WorkForce processes are based on your Ohio ID. You must check your Ohio email messages for WorkForce email reminders. |
| 5    | Begin looking in WorkForce! | |

*Continued on next page*
Task #2 #2-Navigate the Employee Dashboard

Menu Option | Description
--- | ---
Home | Allows employees to return to “Home” and displays navigation options available for use.

Timesheet | Displays Options; My Hours and Past Assignments
--- | ---
My Hours | Allows employees to enter and submit their personal timesheet.
Past Assignments | Allows employees to view timesheets for their past assignments.

Continued on next page
Task #2 (cont.)  Navigate the Employee Dashboard choices and the Equivalent Menu Options

<table>
<thead>
<tr>
<th>Reports</th>
<th>Displays Options; My Reports and Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Reports (View General Reports)</td>
<td>Allows employees to access the Time Sheet Audit Report. The report displays a record of the timesheet activity history for the selected pay period. There are also other employee specific reports available. To see a complete list, visit the WorkForce Training section of ohio.edu/finance/payroll</td>
</tr>
</tbody>
</table>

Click this link to exit WorkForce.

Continued on next page
Task #3  #3-Open a Timesheet

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Results / Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Introduction:</strong> The timesheet is where the employee’s time is entered and stored. This is the employee’s most important screen in WorkForce.</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Click on <em>Enter My Hours</em> link (Dashboard).</td>
<td>The most current un-submitted timesheet is displayed.</td>
</tr>
</tbody>
</table>

---

**Icon**

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Submit" /></td>
<td>Submits the completed and saved timesheet to the manager for approval. This icon should be used only at the end of the biweekly pay period.</td>
</tr>
<tr>
<td><img src="image" alt="Save" /></td>
<td>Saves any changes made to the timesheet. <strong>Warning:</strong> Always save the timesheet before navigating to other screens or new/edited data will be lost!</td>
</tr>
<tr>
<td><img src="image" alt="More" /></td>
<td>Under the “More” tab, copies the worked hours (in and out punches) from the previous timesheet to the current one. This data may then be changed prior to saving or submitting. See Task #15 for more details.</td>
</tr>
</tbody>
</table>

**Tabs**

<table>
<thead>
<tr>
<th>Tab</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Time Off Balances" /></td>
<td>Displays a chart showing sick, personal, comp time and vacation totals for the employee. See Task #6 for details.</td>
</tr>
<tr>
<td><img src="image" alt="Pay Preview" /></td>
<td>Displays employee’s pay rate, total hours and expected gross payment. This information is calculated from the hours currently entered on the timesheet. See Task #12 for more details.</td>
</tr>
</tbody>
</table>

---

Continued on next page
Task #3 (cont.) Open a Timesheet

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee’s name with Oracle ID number.</td>
<td>Pay Period for the current time sheet. The Pay Period defaults to the most current un-submitted period. Employees can view previous timesheets by clicking the arrow and clicking on a past pay period from the drop down list. Timesheets, which have already been approved by the authorized manager, may be viewed but can no longer be changed by the employee.</td>
</tr>
<tr>
<td>Total number of hours currently logged on the timesheet.</td>
<td>Allows the user to choose a different timesheet view.</td>
</tr>
</tbody>
</table>

Continued on next page
Task #3 (cont.) Open a Timesheet

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>+</strong></td>
<td>Allows the employee to add a row to change pay code type. When the timesheet opens, one row per week is displayed. To record more than one in/out punch, or more than one pay code for a day, a new row must be inserted by clicking on “+”.</td>
</tr>
<tr>
<td><strong>Pay Code</strong></td>
<td>Allows the employee to choose the appropriate pay code. When the timesheet opens, the regular hourly pay code is displayed for each week. There are three types of pay codes that are available: (1) <strong>Worked hours</strong> (e.g., ‘Regular Hourly Pay’) are recorded as time in/out. (2) <strong>Elapsed time</strong> (e.g., Lunch Exception [Emergency Worked - manager entry only], Vacation, Sick, etc.) is simply recorded as number of hours and/or minutes expressed as hundredths of an hour. (3) <strong>Amount</strong> pay codes (e.g., Beeper Pay, Pay Adjustment, etc.) record actual dollar amounts and are entered only by managers or Payroll for eligible employees. Amount pay codes will be seen by the employee only after an amount has been entered by the manager.</td>
</tr>
<tr>
<td><strong>Sun 03/23</strong></td>
<td>Allows the employee to enter the worked hours and elapsed time for each particular day.</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>Displays the total for each pay code row for the week and totals all hours at the end of the Total row.</td>
</tr>
<tr>
<td><strong>COMMENTS</strong></td>
<td>Allows the employee to enter a comment onto the time sheet.</td>
</tr>
</tbody>
</table>

Continued on next page
Task #4  #4-View Work Schedule, Pay Preview, Time off Balances,

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Results / Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction:</td>
<td>Most employees have a permanent schedule in WorkForce. Schedules are NEVER maintained for students. The ‘Schedule’ tab shows the employee’s bi-weekly work schedule and is available primarily as a reference. This is not the timesheet and does not reflect the actual time or days worked. The schedule does, however, have a similar set-up and structure as a timesheet. The employee schedule can be changed by the manager or Payroll staff, but not by the employee.</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Click on Update My Schedule link (Dashboard).</td>
<td>Primary schedule is displayed.</td>
</tr>
</tbody>
</table>

Part | Description |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The More Menu contains different tools that can be used on the screen you are currently viewing.</td>
</tr>
<tr>
<td>2</td>
<td>The Title Bar displays the pay period currently being viewed, your Save and Submit icons, and the Timesheet View selection. Your name and employee number are directly above.</td>
</tr>
<tr>
<td>3</td>
<td>There are two weeks available on your Time Sheet, one for each week of the bi-weekly pay period, each containing the related days and dates.</td>
</tr>
<tr>
<td>4</td>
<td>Each week is made up of at least two rows. Typically, the first row shows the daily time (in/out times) for regular hourly pay. The second row generally shows scheduled lunch time in hundredths of hours (.50 = 30 minutes, .75 = 45 minutes, etc.). Including a lunch in the schedule, as shown above, makes it unnecessary for the employee to clock in and out for lunch. The system automatically deducts the amount of time scheduled for lunch after four worked hours.</td>
</tr>
</tbody>
</table>
WorkForce Employee Time Entry Manual, Continued

Task #4 (cont.)  Open a Timesheet

![Timesheet Image]

**Exception Tab**

The Exception Tab displays important information about the timesheet and specific entries. This section will notify you of errors or irregularities on the timesheet and should always be checked prior to submitting the timesheet to the manager. There is also a corresponding ‘Push Pin’ indicator on the timesheet. The account number (known in WorkForce as the ‘Labor Distribution’) is always noted in this section as “Info.”.

**Note:** For more complete descriptions of the types of errors, see Task #11.

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Displays the date to which the Exception Message refers and applies.</td>
</tr>
<tr>
<td>Exception Message</td>
<td>Shows the error, warning, or informational message. The employee’s job and costing information appear for reference.</td>
</tr>
<tr>
<td>Severity</td>
<td>Gives an indication of the seriousness of the issue. <strong>Warning:</strong> A red coded error message is the most severe. The employee will not be paid for hours to which a red error message applies. A red Push Pin appears on the timesheet.</td>
</tr>
<tr>
<td>Action Required</td>
<td>Notice to Employee and/or Manager that some action may be required to correct a possible error on the timesheet.</td>
</tr>
</tbody>
</table>

Continued on next page
Task #5  

#5-Enter Worked Hours on the Timesheet

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Results / Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction: This Task instructs employees to enter worked hours on the timesheet. This will be the most common Manual for employees.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Click on Enter My Hours link (Dashboard).</td>
<td>The most current un-submitted timesheet is displayed.</td>
</tr>
<tr>
<td>2</td>
<td>Click in the field underneath the appropriate day/date.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Enter time using one of the following formats:</td>
<td>Regardless of how hours are entered, once saved, WorkForce displays them according to the first format: 7:00 AM and 3:30 PM</td>
</tr>
<tr>
<td></td>
<td>1 7:00 and 3:30 p = Actual hours and actual minutes separated by a colon. PM time must be followed by ‘pm’ or just ‘p’.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 07:00 and 15:30 = Military hours and actual minutes separated by a colon. No ‘pm’ necessary.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 7.0 And 15.5 = Military hours and minutes expressed as 100ths of an hour, separated by a period. No ‘pm’ necessary.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Click the Tab key to move to the next field in the row.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Convert hours to military time by adding 12 to all hours occurring after noon.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Enter the time-out using a proper format.</td>
<td></td>
</tr>
</tbody>
</table>

![Timesheet Example](image)

*Continued on next page*
Task #5 (cont.)  Enter Worked Hours on the Timesheet

**Note:** If actual hours are entered, the system assumes the first entry is a.m., and that any second entry less than twelve is also a.m. If the employee fails to identify the time as p.m., the system will issue the message shown below.

**Note:** If the employee tries to save the timesheet without identifying the p.m. punch, the error message will continue until the a.m./p.m. punch is corrected.

**Note:** All time entries must be entered for the actual date that they occurred. Overnight shifts have different clock-in and clock-out dates. All shifts begin on the date the employee clocks in. If an employee clocks out on the next day, type a “+” after *Out* to select the following day. **Note:** a midnight clock-out should be entered as “0” or “12:00am” with the date changed to the following day.

**EXAMPLE:** Clock in at 6pm and out at 2am

**Note:** A little box with a plus sign indicates that the time entered in the adjacent field happened on the day after the clock-in date.

1- Enter Time in/Clock in
2- Enter your out time
3- Type & change to next day

*Continued on next page*
Task #5 (cont.) Enter Worked Hours on the Timesheet

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Results / Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>When changes have been made to the timesheet but not saved, the following message is displayed below the title bar:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>“You have made changes that must be saved to be effective”</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Warning:</strong> If you log out of WorkForce without saving, it will cause all unsaved changes to be lost!</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Click the <strong>Save</strong> icon in the tool bar.</td>
<td>“Information Saved” message is displayed under the title bar.</td>
</tr>
<tr>
<td>7</td>
<td>Check the <strong>Exceptions</strong> field below to make certain there are no red error messages and your entries are correct.</td>
<td>Messages and warnings are described in Task #11.</td>
</tr>
<tr>
<td>8</td>
<td>Make the decision in the table below.</td>
<td></td>
</tr>
<tr>
<td><strong>If…</strong></td>
<td><strong>Then…</strong></td>
<td></td>
</tr>
</tbody>
</table>
| You would like to record a second in/out punch in a day | • Proceed to Task #8, step #3 and step #4.  
• Refer back to step #2 of this Task and proceed. |
| You would like to enter time for Elapsed time codes (e.g., lunch exception) | Proceed to Task #7. |
| You would like to enter a comment on a timesheet entry | Proceed to Task #10. |
| You are finished entering all of your timesheet information and it has been saved | Click the **Log Out** link in the upper right hand corner of the screen. |

Continued on next page
Task #6  #6-View Paid Time Off Balances

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Results / Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro</td>
<td>Introduction: The Time Off Balances tab displays the employee’s banks for the different types of Paid Time Off. Note that the bank shows the current accruals as of the pay period listed below the employee’s name.</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Click on Enter My Hours link (Dashboard).</td>
<td>The most current un-submitted timesheet is displayed.</td>
</tr>
<tr>
<td>2</td>
<td>Click on Time Off Balances tab on the Exceptions section of the toolbar.</td>
<td>Time Off Balances window is displayed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick / Vacation / Personal / Comp Time</td>
<td>Displays the different types of paid time off: Sick, Personal, Comp Time, Vacation, and Birthday (AFSCME employees).</td>
</tr>
<tr>
<td>Initial Balance Sun 02/23</td>
<td>Total number of hours available at the beginning of the pay period. For most paid time off codes, only the hours available in the Initial Balance column may be used in the current pay period. If an employee enters paid time off in excess of the initial balance, the system will not allow the employee to save the timesheet. Adjustments to accruals, made on the beginning day of the pay period by Payroll, may be used within the current pay period. Comp Time can be used during the pay period in which it is earned, but differs based on employment type. (Classified Only: can earn Comp Time the first week after they have worked 40 hours in the week but cannot use it until the next week) (AFSCME employees: can earn Comp Time one day and may use it the very next day)</td>
</tr>
<tr>
<td>Ending Balance Sat 03/06</td>
<td>Total number of hours that will have accrued (at the end of the current pay period) according to the information currently entered on the timesheet. The difference between the initial and ending balances represents the amount of time earned or used on the open timesheet. Current usages are shown in the detail section on next page.</td>
</tr>
</tbody>
</table>

Continued on next page
## Task #7

**#7-Enter Elapsed Time Hours on the Timesheet includes Elapsed Time Pay Codes and Conversion Tables**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Results / Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction: If you need to use/record more than one type of elapsed time pay code in a week you must insert a separate row for each elapsed time pay code. See Task #8, Insert and Delete Rows.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Click on Enter My Hours link (Dashboard).</td>
<td>The most current un-submitted timesheet is displayed.</td>
</tr>
<tr>
<td>2</td>
<td>Make the decision in the table below.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>If...</strong></td>
<td><strong>Then...</strong></td>
</tr>
<tr>
<td></td>
<td>• You would like to enter a lunch exception OR</td>
<td>• Return to Task #6 to view and confirm the availability of the paid time off hours you will be entering.</td>
</tr>
<tr>
<td></td>
<td>• You would like to enter any paid time off (sick, vacation, comp or personal time)</td>
<td>• Return to step #3 of this Task.</td>
</tr>
<tr>
<td></td>
<td>Then proceed to 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>You would like to enter any other elapsed time (Comp Paid, Jury Duty, etc.)</td>
<td>Proceed to step #3 of this task.</td>
</tr>
<tr>
<td>3</td>
<td>• Click the “+” to add a row</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Click the drop down arrow in the Pay Code field of the elapsed time row.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Select Pay Code → enter amount</td>
<td></td>
</tr>
</tbody>
</table>

Elapsed time, such as a Lunch Exception, is recorded as a total amount of time (no clock-in or clock-out times). The total time is entered using 100ths of hours. For Example: 30 minutes = .50 (hours)

**Note:** See the conversion chart at the end of Task #7 for assistance in making these conversions.

---

Continued on next page
## Task #7 (cont.)

**Enter Elapsed Time Hours on the Timesheet includes Elapsed Time Pay Codes and Conversion Tables**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Results / Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Click on the code for the type of elapsed time that you are entering.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Click in the blank field in the elapsed time row under the date for which you want to record elapsed time.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Enter the amount of time in the proper format.</td>
<td>Repeat for other dates as necessary.</td>
</tr>
<tr>
<td>7</td>
<td>Make the decision in the table below.</td>
<td></td>
</tr>
</tbody>
</table>

### If…

- You would like to record time for a second elapsed time pay code
- You would like to enter time for worked hours
- You would like to enter a comment on a timesheet entry
- You are finished entering all of your timesheet information

#### Then…

- Proceed to Task #8 step #5 and step #6.
- Refer back to step #2 of this Task and proceed.
- Refer to Task #5.
- Proceed to Task #10.
- Click the Save icon.
- Click the Log Out link.

---

**PAY CODE INFORMATION:**

NOTE: New Pay Codes have recently been added for Emergency Closure situations. Now when the University closes, use the pay code “Emergency” to record your paid hours for the day. If you are required to work during an emergency, your supervisor can now use the “Emergency Worked” pay code to ensure proper compensation.
**Task #7 (cont.) Enter Elapsed Time Hours on the Timesheet includes Elapsed Time Pay Codes and Conversion Tables**

<table>
<thead>
<tr>
<th>Elapsed Time Pay Codes</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lunch Exception</strong></td>
<td>Used to record lunch time taken when it differs from the regularly scheduled lunch. Enter the <em>actual length</em> of the lunch (not the difference from the usual). A zero should be entered for any days when no lunch was taken including partially worked days where more than 4 hours are worked. There is no entry needed when the lunch taken is the same as the regularly scheduled lunch. (refer to schedule to verify regular scheduled lunch)</td>
</tr>
<tr>
<td><strong>Vacation</strong></td>
<td>Used to record vacation hours used on a particular day.</td>
</tr>
<tr>
<td><strong>Sick</strong></td>
<td>Used to record sick time taken on a particular day.</td>
</tr>
<tr>
<td><strong>Personal</strong></td>
<td>Used to record personal hours taken on a particular day. <em>Must be entered in full hour increments only.</em></td>
</tr>
<tr>
<td><strong>Comp Earned</strong></td>
<td>Used when employees want to ‘bank’ their overtime hours for a week (Classified Only) or for a day (AFSCME Only) as ‘comp time’ rather than get paid the time-and-a-half rate for those hours. The employee enters the number of OT hours they want to bank as comp time. The average hours that the employee banks are automatically multiplied by 1.5 and added to the employee’s comp time bank to be used as early as the following week (classified) or the following day (AFSCME). Comp Time cannot be banked until the total hours for the week exceed 40 (Classified Only) or until the hours exceed 8 or 10, depending on the AFSCME employee’s schedule, for a day (AFSCME only). The number of hours requested to be banked must not exceed the number of overtime hours worked during the week (classified) or day (AFSCME). See Task #9 for instructions on banking comp time.</td>
</tr>
<tr>
<td><strong>Comp Paid</strong></td>
<td>Used when an employee chooses to use banked Compensatory Time. The number of hours used cannot exceed the employee’s banked balance.</td>
</tr>
<tr>
<td><strong>Jury Duty</strong></td>
<td>Used to record regular work hours lost when an employee is subpoenaed to testify in court or serves on a jury for the United States or the State of Ohio.</td>
</tr>
<tr>
<td><strong>Military</strong></td>
<td>Used to record regular hours lost due to temporary military service in the Ohio organized militia, or other reserve components of the armed forces of the United States, including the Ohio National Guard. Not to exceed 176 hours within a calendar year.</td>
</tr>
<tr>
<td><strong>Funeral</strong></td>
<td><strong>AFSCME</strong> Employees (who have completed the probationary period) may use up to three (3) days for arranging and attending the funeral of a member of his/her immediate family. They may use up to 2 days as sick pay in addition to the 3 funeral days. <strong>Classified</strong> will use sick pay code and up to five (5) days.</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>Used for anything that doesn’t have an individual pay code. A comment is required when this pay code is used.</td>
</tr>
<tr>
<td><strong>Volunteer Firefighter</strong></td>
<td><strong>Classified &amp; AFSCME</strong> Receives two weeks per year paid time off.</td>
</tr>
<tr>
<td><strong>Training &amp; Professional Development</strong></td>
<td>Used to record training hours.</td>
</tr>
</tbody>
</table>

**AFSCME** Employees entitled to Birthday Pay enter a one (1) to request Birthday Pay for that day. The system verifies that the employee is scheduled to work on the requested date and pays the employee for one day based on the employee’s standard work day information in Oracle.

*Continued on next page*
Task #7 (cont.) Enter Elapsed Time Hours on the Timesheet includes Elapsed Time Pay Codes and Conversion Tables

Conversion Chart: Minutes to 100ths of an Hour

<table>
<thead>
<tr>
<th>Min</th>
<th>100th Min</th>
<th>100th Min</th>
<th>100th Min</th>
<th>100th Min</th>
<th>100th Min</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>.02</td>
<td>.27</td>
<td>.52</td>
<td>.77</td>
<td>16</td>
</tr>
<tr>
<td>2</td>
<td>.03</td>
<td>.28</td>
<td>.53</td>
<td>.78</td>
<td>17</td>
</tr>
<tr>
<td>3</td>
<td>.05</td>
<td>.30</td>
<td>.55</td>
<td>.80</td>
<td>18</td>
</tr>
<tr>
<td>4</td>
<td>.07</td>
<td>.32</td>
<td>.57</td>
<td>.82</td>
<td>19</td>
</tr>
<tr>
<td>5</td>
<td>.08</td>
<td>.33</td>
<td>.58</td>
<td>.83</td>
<td>20</td>
</tr>
<tr>
<td>6</td>
<td>.10</td>
<td>.35</td>
<td>.60</td>
<td>.85</td>
<td>21</td>
</tr>
<tr>
<td>7</td>
<td>.12</td>
<td>.37</td>
<td>.62</td>
<td>.87</td>
<td>22</td>
</tr>
<tr>
<td>8</td>
<td>.13</td>
<td>.38</td>
<td>.63</td>
<td>.88</td>
<td>23</td>
</tr>
<tr>
<td>9</td>
<td>.15</td>
<td>.40</td>
<td>.65</td>
<td>.90</td>
<td>24</td>
</tr>
<tr>
<td>10</td>
<td>.17</td>
<td>.42</td>
<td>.67</td>
<td>.92</td>
<td>25</td>
</tr>
<tr>
<td>11</td>
<td>.18</td>
<td>.43</td>
<td>.68</td>
<td>.93</td>
<td>26</td>
</tr>
<tr>
<td>12</td>
<td>.20</td>
<td>.45</td>
<td>.70</td>
<td>.95</td>
<td>27</td>
</tr>
<tr>
<td>13</td>
<td>.22</td>
<td>.47</td>
<td>.72</td>
<td>.97</td>
<td>28</td>
</tr>
<tr>
<td>14</td>
<td>.23</td>
<td>.48</td>
<td>.73</td>
<td>.98</td>
<td>29</td>
</tr>
<tr>
<td>15</td>
<td>.25</td>
<td>.50</td>
<td>.75</td>
<td></td>
<td>30</td>
</tr>
</tbody>
</table>

*Continued on next page*
Task #8  #8-Insert and Delete Rows

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Results / Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Click on <em>Enter My Hours</em> link (Dashboard).</td>
<td>The most current un-submitted timesheet is displayed.</td>
</tr>
<tr>
<td>2</td>
<td>Click the button to the left of the “Reg Hrly Pay” code.</td>
<td>A new row is inserted below the existing row and is displayed in a darker color. The default pay code “Reg Hrly Pay” is displayed.</td>
</tr>
</tbody>
</table>

*Introduction:* When the timesheet first opens, one row is displayed for each week. However, an employee will often require more than one row. It will default to “Reg Hrly Pay.” If, for example, an employee punched in and out twice in one day, an extra “Reg Hrly Pay” row would be required. Similarly, if the employee had both a lunch exception and used sick time in the same week, then it would be necessary to insert an extra Elapsed Time row.
Task #8 (cont.)  Insert and Delete Rows

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Results / Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Choose the appropriate pay code.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Enter the time-in and time-out according to the Manual in Task #5 step #2 or Elapsed time pay code in Task #7</td>
<td></td>
</tr>
</tbody>
</table>

Note: In/Out punches will appear out of order when a row is inserted. The punches are listed in the correct order when the entries are saved.

(Prior to Saving)  

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Sun 03/09</th>
<th>Mon 03/10</th>
<th>Tue 03/11</th>
<th>Wed 03/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reg Hrly Pay</td>
<td>03:30 am</td>
<td>07:30 am</td>
<td>07:30 am</td>
<td>07:30 am</td>
</tr>
<tr>
<td></td>
<td>06:30 am</td>
<td>03:30 pm</td>
<td>10:30 am</td>
<td></td>
</tr>
<tr>
<td>Reg Hrly Pay</td>
<td>07:30 am</td>
<td>03:30 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch Exception</td>
<td>0.00</td>
<td></td>
<td></td>
<td>5.00</td>
</tr>
<tr>
<td>Sick</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Extra elapsed time rows will initially appear above the “Lunch Exception” row, but when saved they move to the space below.

Continued on next page
Task #8 (cont.)  Insert and Delete Rows

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Results / Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Delete a row: Click the <strong>Delete Row</strong> button in the row you wish to delete.</td>
<td>A confirmation window is displayed.</td>
</tr>
</tbody>
</table>
| 5    | Click the **Yes** button.  
  
  *Note:* If this is the only row for a particular week of the pay period, the delete process will actually leave the row but delete any entered data. | Selected row is deleted. |
|      | Click the **Save** icon. | “Information Saved” message is displayed under title bar. |
Task #9  

#9-Bank Overtime Hours as Comp Time

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Results / Notes</th>
</tr>
</thead>
</table>
| **Introduction:** Employees often prefer to ‘bank’ their overtime hours for a week (Classified Only) or for a day (AFSCME Only) as ‘comp time’ rather than get paid the time-and-a-half rate for those hours. The overage hours that the employee banks are multiplied by 1.5 and added to the employee’s comp time bank to be used as early as the following week (Classified) or the following day (AFSCME).
| **Warning:** Comp Time cannot be banked until the total hours for the week exceed 40 (Classified Only) or until the hours exceed 8 or 10, depending on the AFSCME employee’s schedule, for a day (AFSCME only).

1. Click on *Enter My Hours* link (Dashboard).  
   The most current un-submitted timesheet is displayed.

2. Check that the total hours for the week exceed 40 (Classified Only) or over time hours for a day (AFSCME Only).

3. Click on the “+” plus sign next to the elapsed time pay code to add a row.

4. Click the drop down arrow and click on the “Comp Earned” option.

5. Enter the number of overtime hours that you want to bank as comp time in Comp Earned row for the last date you worked in that week (Classified Only) or on the day the over time was worked (AFSCME Only).

6. Click the *Save* icon.

*Note:* Total field shows comp earned hours deducted from reg hrly pay hours to result in a lower ‘Total’.

Continued on next page
WorkForce Employee Time Entry Manual, Continued

Task #9 (cont.) Bank Overtime Hours as Comp Time

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Results / Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>In the above example, the employee has opted to bank two and a half overtime hours for the week as comp time and receive his/her normal 40 hour pay.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Note:</strong> To split the overtime between comp earned and overtime pay, the employee would bank a portion of the overtime hours and get paid the overtime rate on the remaining hours that exceed 40.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Example:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breakdown:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>42.5 total hours worked</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.5 hour to the comp time bank</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40 hours paid at regular hrly rate</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Pay Code</strong></td>
<td><strong>Total</strong></td>
<td></td>
</tr>
<tr>
<td>Reg Hrly Pay</td>
<td>20.50</td>
<td></td>
</tr>
<tr>
<td>Reg Hrly Pay</td>
<td>8.00</td>
<td></td>
</tr>
<tr>
<td>Lunch Exception</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Sick</td>
<td>5.00</td>
<td></td>
</tr>
<tr>
<td>Comp Earned</td>
<td>(2.50)</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>40.00</td>
<td></td>
</tr>
<tr>
<td><strong>Pay Code</strong></td>
<td><strong>Total</strong></td>
<td></td>
</tr>
<tr>
<td>Reg Hrly Pay</td>
<td>20.50</td>
<td></td>
</tr>
<tr>
<td>Reg Hrly Pay</td>
<td>8.00</td>
<td></td>
</tr>
<tr>
<td>Lunch Exception</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Sick</td>
<td>5.00</td>
<td></td>
</tr>
<tr>
<td>Comp Earned</td>
<td>(2.50)</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>40.00</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Now check Time off balances to verify that the 2.5 hours of comp time banked is loaded at time-and-a-half (or 1.5 times)</td>
<td></td>
</tr>
<tr>
<td>See Task #6, View Time Off Balances</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Select the pay preview tab at the bottom of the screen. Check that all time is paid correctly.</td>
<td></td>
</tr>
</tbody>
</table>

Continued on next page
# Task #10 - Add Comments to a Timesheet

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Results / Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction:</strong></td>
<td>It is often desirable or necessary to add a comment to a certain time-punch or elapsed time entry for special notice or clarification. Comments are seen by the timesheet manager and stored as a part of the timesheet record. These comments may be needed by the manager to approve your time.</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Click on <em>Enter My Hours</em> link (Dashboard).</td>
<td>The most current un-submitted timesheet is displayed.</td>
</tr>
<tr>
<td>2</td>
<td>Navigate to Comment Section</td>
<td>Enter comments</td>
</tr>
<tr>
<td>3</td>
<td>For weekly comments, use the Table View of the Time Sheet. For daily comments, use the List View.</td>
<td>Time Sheet view changes.</td>
</tr>
<tr>
<td>4</td>
<td>Enter the comments.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Click save.</td>
<td></td>
</tr>
</tbody>
</table>
# Task #11 #11-Reviewing a Timesheet

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Results / Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro: The Time Sheet should be reviewed both after every save and prior to submitting for approval. While it is important to check the “Exceptions” section for more obvious problems, WorkForce cannot know what you intend to enter. Thus, the employee must ensure that the entries are made accurately.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Click on Enter My Hours link (Dashboard).</td>
<td>The most current unsubmitted timesheet is displayed.</td>
</tr>
<tr>
<td>2</td>
<td>Verify that the correct pay codes have been selected and that the total hours for each day and week are correct.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Verify that the correct number of hours have been entered for each pay code.</td>
<td></td>
</tr>
</tbody>
</table>
| 4 | • Verify that a lunch exception has been entered for each day that the actual lunch varied from the scheduled lunch.  
• Make sure a zero is entered for any days that a lunch was not taken. |
| 5 | Verify that worked time or paid time off has been entered for each scheduled workday during the pay period. |
| 6 | Include any additional information in the Comments field that the timesheet manager may need in order to approve your time. |
| 7 | Confirm that the only unresolved error messages are those that must be corrected by the manager. | See the table on the next page for the different types of Messages and their descriptions. |
| 8 | Click the Save icon to save any new changes. | “Information Saved” message is displayed under tool bar. |

Continued on next page
Task #11 (cont.) Reviewing a Timesheet

<table>
<thead>
<tr>
<th>Timesheet Messages and Warnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are three types of messages issued in the timesheet.</td>
</tr>
</tbody>
</table>

| Informational Messages (WHITE) | Informational Messages may not require the employee or manager to take any action. For example, a “late” message is displayed on the timesheet when an employee clocks in past their scheduled time. Another example is the costing/job information which always is displayed at the bottom of each employee’s timesheet and correspond with the white ‘Push Pin’. |
|--------------------------------|

| Warnings (YELLOW) | Warnings inform the employee of an unacceptable situation, but may not require the employee to take action when the timesheet is saved or submitted. For example, a message stating that “no time is entered for a scheduled workday” is displayed in yellow on both the employee and manager’s view of the timesheet when time is not entered for a scheduled workday. The system is configured to post this message at the end of each week in the pay period. There will also be a corresponding yellow ‘Push Pin’ on the timesheet on the day being referenced. |
|--------------------------------|

| Error Messages (RED) | Error Messages indicate an unacceptable situation requiring action by the employee or the timesheet manager. A common error message is the “Missing Punch” error, which indicates that either a ‘time in’ or ‘time out’ is missing on the timesheet. If the Missing Punch error goes uncorrected, the employee will not be paid for the day containing the missing punch. There will be a corresponding red ‘Push Pin’ on the Time Sheet on the day in error. |
|--------------------------------|

**Warning:** Red error Messages will result in employee not being paid correctly.  
**Note:** A corresponding push pin may appear on the day that the error occurs.  

*Continued on next page*
Task #12  #12-Viewing the Pay Preview

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Results / Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction:</strong> Pay Preview allows the employee to view the gross pay calculation for the pay period and thereby verify the accuracy of the timesheet.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Click on <em>Enter My Hours</em> link (Dashboard).</td>
<td>The most current un-submitted timesheet is displayed.</td>
</tr>
<tr>
<td>2</td>
<td>Click on the <em>Pay Preview</em> tab at the bottom of your timesheet.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Verify that the pay codes and the hours entered on them accurately reflect your hours for the pay period.</td>
<td>This window represents another opportunity to confirm the accuracy of the information you entered in your timesheet.</td>
</tr>
</tbody>
</table>

*Note:* Any timesheet entries displaying the message “Error – (not paid)” will not be included.
Task #12  (cont.)  Viewing the Pay Preview

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
<th>14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Date</td>
<td>Pay Code</td>
<td>Job</td>
<td>Fund Type</td>
<td>Fund</td>
<td>Organization</td>
<td>Natural Account</td>
<td>Project</td>
<td>Rate</td>
<td>Amount</td>
<td>Unpaid Hours</td>
<td>Shift Hours</td>
<td>Paid Hours</td>
<td>Pay</td>
</tr>
<tr>
<td>03/10/2014</td>
<td>Reg Std Pay</td>
<td>010</td>
<td>0000</td>
<td>21040</td>
<td>163000</td>
<td>UN133564</td>
<td>13599</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>20.36</td>
<td></td>
</tr>
<tr>
<td>03/11/2014</td>
<td>Lunch</td>
<td>010</td>
<td>0000</td>
<td>21040</td>
<td>163000</td>
<td>UN133564</td>
<td>13599</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>20.36</td>
<td></td>
</tr>
<tr>
<td>03/12/2014</td>
<td>Reg Std Pay</td>
<td>010</td>
<td>0000</td>
<td>21040</td>
<td>163000</td>
<td>UN133564</td>
<td>13599</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>20.36</td>
<td></td>
</tr>
</tbody>
</table>

Notes

The Columns:
1. **Work Date** – References date of occurrence for each pay code paid or unpaid.
2. **Pay Code** – Earnings being paid or deduction being taken.
3. **Job** – Appears if there is an over-ride on the Time Sheet (AFSCME) and on all Student Time Sheets
4. **Fund Type** - Departmental costing.
5. **Fund** - Departmental costing.
7. **Natural Account** - Departmental costing.
8. **Project** - Departmental costing.
9. **Rate** – Rate for that specific pay code.
10. **Amount** – Flat amount pay code value.
11. **Unpaid Hours** – Records values for lunches or banked comp time
12. **Shift Hours** – Hours paid at 2nd, 3rd, or weekend shift.
13. **Paid Hours** – Hours by which rate is multiplied.
14. **Pay** – Gross earnings for the pay code.

- Scheduled lunches appear on the Lunch pay code.
- Overtime (Classified) is calculated on a weekly basis The Overtime pay code is displayed when the employee exceeds 40 compensable hours.

Overtime (AFSCME) is calculated on a daily basis.
- The employee in the example on page 28 requested to bank Comp Time for 2.5 hours of overtime worked. A 0 hour overtime entry appears. A positive entry to Comp Time Earned with 2.5 hours showing as Unpaid Hours also appears. The Comp Time would be in the Time Off Balances Bank @ time-and-a-half.
- The gross earnings calculated should match the gross earnings on the employee’s payroll check if all earnings are processed through WorkForce.
Task #13  #13-Submitting a Timesheet

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Results / Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Click on the “Enter My Hours” link. (Dashboard)</td>
<td>The most current un-submitted timesheet is displayed.</td>
</tr>
<tr>
<td>2</td>
<td>Click the Submit icon in the toolbar.</td>
<td></td>
</tr>
</tbody>
</table>

*Introduction:* When all data for the entire pay period has been entered, saved and verified in the Pay Preview, the employee is ready to submit the timesheet to his/her manager.

*Continued on next page*
# Task #14  
## #14-Recalling a Submitted Timesheet

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Results / Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Click on <em>Enter My Hours</em> link (Dashboard).</td>
<td>The most current un-submitted timesheet is displayed.</td>
</tr>
</tbody>
</table>
| 2    | • Click the blue triangle to the left of the displayed pay period date.  
      • Navigate to the pay period for the timesheet you want to recall. | The requested timesheet is displayed with the warning in red below. |
| 3    | Click the *Recall* icon. |  |
| 4    | Make the desired changes to the timesheet entries. | “You have made changes that must be saved to be effective” message is displayed under toolbar. |
| 5    | Click the *Save* icon. | “Information Saved” message is displayed under title bar. |
| 6    | • Click the *Submit* icon. | Timesheet is closed and “Timesheet submitted successfully” message is displayed. |

*Introduction:* A timesheet may be recalled from submission as long as it has not yet been approved by the manager.
Task #15  #15-Copying from Prior Periods

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Results / Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Click on <em>Enter My Hours</em> link (Dashboard).</td>
<td>The most current un-submitted timesheet is displayed.</td>
</tr>
<tr>
<td>2</td>
<td>Click the “More” icon, select Copy From Prior Period.</td>
<td>Confirmation window is displayed. “Copy from previous period.”</td>
</tr>
</tbody>
</table>

*Note:* This process copies only regular hourly pay entries from the previous periods timesheet to the current one. Paid time-off entries are not copied.

| 3    | Update the entries as needed.                                         |                                                                                  |
|      | *Warning:* Regular hours may be copied into a designated holiday. Remove the entry if you did not work on the holiday. |
|      | *Note:* Lunch Exception entries are not copied. Only enter lunch exceptions for the current pay period.             |
| 4    | Click the *Save* icon.                                                 | “Information Saved” message is displayed under tool bar.                        |

Continued on next page
### Task #16

#### #16-Viewing the Timesheet Audit Report

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Results / Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction:</strong> The employee has the ability to run an audit report for either the current or a previous timesheet. This report displays a record of when and who did what to the timesheet for the selected pay period.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Click on the <strong>View General Reports</strong> link. (Dashboard)</td>
<td>Reports window is displayed.</td>
</tr>
<tr>
<td>2</td>
<td>Click on the <strong>Time Sheet Reports</strong>.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Clink on the <strong>Employee Time Sheet Audit</strong>.</td>
<td></td>
</tr>
</tbody>
</table>
| 4 | • Click in the **Pay Period End Date** field.  
• Click on the blue arrow  
• Choose the pay period end date. | |
| 5 | Make the decision in the table below. | |

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>You would like to view the report in the web-browser</td>
<td></td>
</tr>
</tbody>
</table>
• Click in the **HTML** radio button.  
• Click the **Submit** button. |
| You would like to save and view the report using the Acrobat Reader |  
• Click in the **PDF** radio button.  
• Click the **Submit** button.  
• Click the **Save** button.  
• Click the drop down arrow in the **Save in:** field.  
• Click the desired location.  
• Click in the **File name:** field to change the name of the file.  
• Enter desired file name.  
• Click the **Save** button. |
| You would like to view the report in Excel |  
• Click in the **Excel** radio button.  
• Click **Open** button to view, or  
• Click **Save** button and follow directions above for saving. |

*Continued on next page*
Task #16 (cont.) Viewing the Timesheet Audit Report

<table>
<thead>
<tr>
<th>Column</th>
<th>Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Changed</td>
<td>Date and time that the timesheet was altered.</td>
</tr>
<tr>
<td>By User</td>
<td>Ohio ID of the employee that made the change.</td>
</tr>
<tr>
<td>Action</td>
<td>Type of action taken on the timesheet.</td>
</tr>
<tr>
<td>Work Date</td>
<td>Date affected by the change.</td>
</tr>
<tr>
<td>Pay Code</td>
<td>Pay Code used/affected by the change.</td>
</tr>
<tr>
<td>In-Time</td>
<td>Reg Hrly Pay time-in recorded.</td>
</tr>
<tr>
<td>Out-Time</td>
<td>Reg Hrly Pay time-out recorded.</td>
</tr>
</tbody>
</table>

Employee Time Sheet Audit for Period Ending on 02/22/2014

<table>
<thead>
<tr>
<th>Employee: Simons, Kevin</th>
<th>Assignment: Primary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Changed Date</td>
<td>By User</td>
</tr>
<tr>
<td>Changed Time</td>
<td>Action</td>
</tr>
<tr>
<td>Work Date</td>
<td>Pay Code</td>
</tr>
<tr>
<td>In-Time</td>
<td>Out-Time</td>
</tr>
<tr>
<td>02/09/2014 11:24 AM</td>
<td>SIMONSK</td>
</tr>
<tr>
<td>03/12/2014 01:51 PM</td>
<td>SIMONSK</td>
</tr>
<tr>
<td>03/12/2014 01:52 PM</td>
<td>SIMONSK</td>
</tr>
<tr>
<td>02/09/2014 02:05 PM</td>
<td>SIMONSK</td>
</tr>
<tr>
<td>02/19/2014 07:16 AM</td>
<td>SIMONSK</td>
</tr>
<tr>
<td>02/10/2014 06:03 PM</td>
<td>SIMONSK</td>
</tr>
<tr>
<td>02/10/2014 06:51 PM</td>
<td>SIMONSK</td>
</tr>
<tr>
<td>03/12/2014 01:51 PM</td>
<td>SIMONSK</td>
</tr>
<tr>
<td>03/12/2014 01:52 PM</td>
<td>SIMONSK</td>
</tr>
<tr>
<td>03/12/2014 01:53 PM</td>
<td>SIMONSK</td>
</tr>
<tr>
<td>02/10/2014 07:16 AM</td>
<td>SIMONSK</td>
</tr>
<tr>
<td>02/10/2014 07:16 AM</td>
<td>SIMONSK</td>
</tr>
</tbody>
</table>

Continued on next page
<table>
<thead>
<tr>
<th>Task #17</th>
<th>#17-Pay Codes Listing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pay Codes Enterable by Employees/Students</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Pay Codes</strong></td>
<td><strong>All Classifications → Description</strong></td>
</tr>
<tr>
<td>Regular Hourly Pay</td>
<td>(Classified, Students, AFSCME) Pay code used to record In/Out punches for each day worked during the pay period.</td>
</tr>
<tr>
<td>Relief Wrkr Dbl Sft</td>
<td>(AFSCME only) Pay code should be used by AFSCME heating group only. Allows relief workers of heating plant to work a double shift without going into OT for the day.</td>
</tr>
<tr>
<td>Lunch Exception</td>
<td>(Classified, FOP) Pay code used to record lunch time taken when it is different from the employee’s scheduled lunch. If no lunch is taken, a zero must be entered on the Lunch Exception pay code.</td>
</tr>
<tr>
<td>Training &amp; Professional Development</td>
<td>(Classified, FOP) Pay code used to record training hours in elapsed time.</td>
</tr>
<tr>
<td>Vacation</td>
<td>(Classified, FOP) Pay code used to record vacation hours used as elapsed time.</td>
</tr>
<tr>
<td>Sick</td>
<td>(Classified, FOP) Pay code used to record sick time used in elapsed time.</td>
</tr>
<tr>
<td>Personal Day</td>
<td>(Classified, FOP) Pay code used to record personal hours used as elapsed time in full-hour increments only.</td>
</tr>
<tr>
<td>Jury Duty</td>
<td>(Classified, AFSCME) Pay code used to record regular work hours lost when an employee is subpoenaed to testify in court or serves on a jury for the United States or the State of Ohio.</td>
</tr>
<tr>
<td>Comp Time Earned</td>
<td>(Classified, FOP) Pay code used when an employee chooses to bank compensatory time in lieu of being paid for Overtime hours worked. Time is banked at one and a half times the number of Comp Time Earned hours entered. A separate entry is required for each week in the pay period. The number of hours requested to be banked must not exceed the number of Overtime hours worked during the week.</td>
</tr>
<tr>
<td>Comp Time Paid</td>
<td>(Classified, FOP) Pay code used when an employee chooses to use banked Compensatory Time. The number of hours used cannot exceed the employee’s banked balance.</td>
</tr>
<tr>
<td>Military Pay</td>
<td>(Classified, FOP?) Pay code used to record regular hours lost due to temporary military service in the Ohio organized militia or other reserve components of the armed forces of the United States, including the Ohio National Guard. Not to exceed 176 hours within a calendar year.</td>
</tr>
<tr>
<td>Birthday</td>
<td>(AFSCME) Employees entitled to Birthday Pay enter a one (1) to request Birthday Pay for that day. The system verifies that the employee is scheduled to work on the requested date and pays the employee for one day based on the employee’s standard work day information in Oracle.</td>
</tr>
<tr>
<td>Funeral</td>
<td>(AFSCME) An employee who has completed the probationary period may take up to three (3) days for arranging and attending the funeral of a member of his/her immediate family and may use up to 2 additional sick days. (Classified) An employee will use sick pay code and up to five (5) days.</td>
</tr>
<tr>
<td>Other</td>
<td>Used for anything that doesn’t have an individual pay code. A comment is required when this pay code is used.</td>
</tr>
<tr>
<td>Volunteer Firefighter</td>
<td>(Classified, AFSCME) Receives two weeks per year paid time off.</td>
</tr>
</tbody>
</table>

*Continued on next page*
Task #17 (cont.) #17-Pay Codes Listing

<table>
<thead>
<tr>
<th>Pay Codes Enterable by Supervisors</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Call Back Scheduled</strong></td>
<td>(AFSCME) Employee guaranteed a minimum of three hours. The system automatically generates the difference between the time designated as Call Back Scheduled and the guarantee.</td>
</tr>
<tr>
<td><strong>Call Back Unscheduled</strong></td>
<td>(AFSCME) Employee guaranteed a minimum of four hours. The system automatically generates the difference between the time designated as Call Back Unscheduled and the guarantee.</td>
</tr>
<tr>
<td><strong>Flight Instr</strong></td>
<td>(Students only)</td>
</tr>
</tbody>
</table>

**Managers may make entries to the following pay codes which record time in elapsed time:**

<table>
<thead>
<tr>
<th>Pay Codes</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Occup Injury</strong></td>
<td>(Classified, FOP)</td>
</tr>
<tr>
<td><strong>Holiday</strong></td>
<td>(Classified, FOP) If holiday hours do not automatically post for the employee, the manager may enter the appropriate holiday hours.</td>
</tr>
<tr>
<td><strong>Overtime</strong></td>
<td>(Classified, Students, FOP) Manager may enter overtime on a previous pay period. <strong>NOTE:</strong> Worked hours must also be entered in in lump sum under special circumstances (Faculty senate) as well.</td>
</tr>
<tr>
<td><strong>Emergency Closure</strong></td>
<td>(AFSCME, Classified, FOP) Emergency (Not Worked)</td>
</tr>
<tr>
<td><strong>Emergency Worked</strong></td>
<td>(AFSCME, Classified, FOP) Emergency (Worked)</td>
</tr>
<tr>
<td><strong>Excused Absence</strong></td>
<td>(Classified, AFSCME) Informational pay code used to record an unpaid, excused absence.</td>
</tr>
<tr>
<td><strong>Unexcused Absence</strong></td>
<td>(Classified, AFSCME) Informational pay code used to record an unpaid, unexcused absence.</td>
</tr>
<tr>
<td><strong>Lunch Exception</strong></td>
<td>(Classified, AFSCME), FOP</td>
</tr>
<tr>
<td><strong>Beeper Pay</strong></td>
<td>(AFSCME only) This is entered as a dollar amount. It is limited to $75 per week. Used when an AFSCME employee must carry a beeper.</td>
</tr>
<tr>
<td><strong>EE Credit Card Tips</strong></td>
<td>(Students only)</td>
</tr>
<tr>
<td><strong>EE Declared Cash Tips</strong></td>
<td>(Students only)</td>
</tr>
<tr>
<td><strong>Employer Tip Credit</strong></td>
<td>(Students only)</td>
</tr>
<tr>
<td><strong>Student Meals</strong></td>
<td>(Students only)</td>
</tr>
</tbody>
</table>

Managers now have the ability to amend an employee’s time from a previous pay period. Please refer to the appropriate Quick Reference Guide under WorkForce Training at ohio.edu/finance/payroll.
WorkForce Employee Time Entry Manual, Continued

Task #18  #18-Frequently Asked Questions

1. **What happens if I forget to submit my timesheet?**
The approver can approve the timesheet without the employee’s approval.

2. **What happens if the approver fails to approve my timesheet?**
The employee is paid. The approver receives a system-issued notification of payment on an unapproved timesheet. This requires submission of a hand-signed WF timesheet.

3. **What is a Lunch Exception, and when should it be entered on the timesheet?**
Employee schedules include an amount of time scheduled for a lunch break. The system automatically takes the scheduled lunch after four worked hours. When the actual lunch break varies from the schedule, the Lunch Exception pay code is used to record the actual amount of time taken. If no lunch is taken, a zero must be entered. For example, an employee worked four hours and fifteen minutes, did not take a lunch, and left work for the day. The employee is scheduled for a one-hour lunch break. If a zero lunch exception isn’t entered, the system attempts to deduct the scheduled lunch from the hours worked in excess of four. Since the employee only worked four hours and fifteen minutes, the system would reduce the employee’s hours back to four.

4. **What happens if I submit my timesheet and then realize that I need to make changes?**
See the instructions for recalling a submitted timesheet (Task #14). If the timesheet has already been approved by your supervisor, you must contact the supervisor to get the timesheet changed.

5. **What is an FLSA Adjustment?**
When more than forty hours are worked in a week, the Fair Labor Standards Act requires the employer to determine an average hourly rate of pay for the week based on the number of worked hours, the rates of pay for those worked hours, and specific flat amounts paid to the employee for the week. The average rate is multiplied by .5 to determine the half hour rate. If the half hour portion of overtime pay due on the worked hours exceeds the half hour portion of the overtime being paid to the employee for the week, the employee’s earnings must be adjusted to include the difference. That difference is the FLSA Adjustment.

6. **What happens if I change timesheet approvers in the middle of a pay period?**
All information entered on the timesheet goes to the new approver.